



Procedure for Obtaining a Business Certificate

Checklist for Business Certificate Applicant

- _____ ► Applicant obtains the Business Certificate application packet from the Town Clerks Office.
- _____ ► Applicant will proceed to the Assessor's Office for information regarding any personal property obligations relating to this business and receive a signature from the Director, or her designee.
- _____ ► Applicant must complete, in full, the Request for Waiver of Site Plan Review and bring the application to the Planning Board Office to request a hearing date.
- _____ ► On Thursday, after the Tuesday hearing date, the Applicant must return to the Planning Board to obtain a copy of said decision by the Planning Board and obtain signature from the Planning Director. It is recommended that you call the office at 413-525-5400 ext. 1700 prior to going to make certain that the Director will be available.
- _____ ► Once the Planning Board decision is approved and all signatures are obtained, the applicant should go to the Town Clerk's Office with the signed documents and provide a check in the amount of \$30.00 at which point the business certificate will be issued.

Expiration date: _____
(four years)

BUSINESS CERTIFICATE

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF EAST LONGMEADOW

_____ 20

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of:

Name: _____ Telephone# _____

Address: _____

City: _____ State: _____ Zip: _____

by the following persons:

Full name

Residence

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signed:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

THE COMMONWEALTH OF MASSACHUSETTS

Commonwealth of Massachusetts }
County of Hampden } SS

On this _____ day of _____, 20 __, before me, _____

_____, the undersigned Notary Public, personally
(Name of Notary)

Appeared _____
Name(s) of Signer(s)

and proved to me through satisfactory evidence of identity, which was/were

_____, to be the person(s)
(Description of Evidence)

whose name(s) was/were signed on the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his/her/their knowledge and belief.

Authorization

(Signature of Notary Public)

(Printed Name of Notary Public)

My commission expires: _____



Town Clerk, Collector & Treasurer
Thomas P. Florence
(413) 525-5400 ext. 1000

Town Hall
60 Center Square
FAX (413) 525-0022

INFORMATION ABOUT BUSINESS CERTIFICATES

- ▶ The purpose of a Business Certificate is to make known the ownership and location of a business.
- ▶ Many Banks, Creditors and others will verify Business Certificates prior to making decisions regarding your business.
- ▶ The laws of Massachusetts (Chapter 110, Section 5) state that “any person conducting business in the commonwealth under any title other than the real name of the person conducting the business” shall file a Business Certificate. A “person” in this case also includes Corporations if the Corporation is conducting business under any other title than its corporate name.
- ▶ Business Certificates do not “license” any particular business activity.
- ▶ Prior to being issued a Business Certificate, you will need the approval of the East Longmeadow Planning Board.
- ▶ You will also need to call the Secretary of State’s office (617-727-9640) to be certain that there is not already a corporation using the name that you are intending to use.
- ▶ Business Certificates are valid for four (4) years.
- ▶ If the address of either the Business or owner(s) changes, you are required to update your Certificate by filing that change with the Town Clerk’s office. If the individual(s) conducting the business changes, you are required to file this change with the Town Clerk’s office as well. If the business is discontinued, you are required to file this change with the Town Clerk’s Office.
- ▶ Businesses are subject to Personal Property taxes (Massachusetts General Laws, Chapter 59 Section 29).
- ▶ Filing fees: Business Certificate \$30.00
Statement of Discontinuance \$20.00

Please call if you have any questions about this information.



Date: _____

Business Name: _____

Business Location: _____

Assessing Department:

I, _____, have received a Form of List from the assessing department and am aware of the annual filing deadline to report all tangible personal property associated with my business. I am also aware of the necessity to inform the assessing department when I am no longer in business.

Applicant Name (s)

Date

Assessing Department Representative

Date

Planning Department:

I, _____, have been advised of all permits & licenses that will need to be obtained through the Planning Board.

_____ I have been informed this business certificate requires a Request for Waiver of Site Plan. Once all information is submitted in full, a hearing will be scheduled. I am aware that no business certificate will be issued until the Waiver of Site Plan has been reviewed and approved by the Planning Board. Once all information is approved by the Planning Board I then will I be able to proceed to obtain a Business Certificate.

Applicant Name (s)

Date

A Waiver of Site Plan hearing is tentatively scheduled for _____.

Planning Department Representative

Date

Waiver approved _____

Town Clerk's Office:

I, _____, have been advised to contact the Secretary of State's office regarding the naming of my business. I am aware that I must file a business certificate which is valid for four years and will need to be renewed after that period. I am also aware if I discontinue my business I will need to file a Statement of Discontinuance.

Applicant Name (s)

Date

Town Clerk Representative

Date

Check # _____ Date received _____



TOWN OF EAST LONGMEADOW, MASSACHUSETTS
REQUEST FOR WAIVER OF SITE PLAN REVIEW

Property Owner: _____

Owner's Address: _____

Owner's Telephone: _____ Business Owner's Telephone: _____

Name of Proposed Business: _____

Owner of Business: _____

Business Owner's Address: _____

*Property Address: _____

Proposed Hours of Operation: _____

Number of Employees including owner: _____

Date of last Parking Plan with copy of same: _____
(Certified updated plan required if older than 10 years)

Summary of Business Operation: _____

***I, _____ OWNER OF SAID PROPERTY AS**

**INDICATED ABOVE, HEREBY CERTIFY THAT NO SPECIAL PERMIT HAS BEEN ISSUED FOR
THIS PROPERTY.**

Signature of Property Owner: _____ Date _____

Signature of Business Applicant: _____ Date _____

The written decision of the Board will be mailed on or before the following Monday after the meeting date.